

## **CJA 20 QUICK REFERENCE**

1. When you receive your CJA 20 appointment voucher, sections 1 - 14 should already be completed. You are required to complete sections **15 - 22**. (You should have received a list of “**Case Disposition**” codes for **box #21** along with your voucher. If not, please call the Clerk’s Office to obtain one.
2. The reimbursement rates, which have changed several times over the past couple of years, are as follows:

**Any work completed between January 1, 2000 and March 31, 2001:**

**\$70/Hour In-Court Time;                      \$50/Hour Out-of-Court Time;**  
**\$0.25/Copy for In-House Copies**

**Any work completed between April 1, 2001 and May 1, 2002:**

**\$75/Hour In-Court;                      \$55/Hour Out-of-Court Time;**  
**\$0.25/Copy for In-House Copies**

**Any work completed AFTER May 1, 2002:**

**\$90/Hour for BOTH In -Court and Out-of-Court Time;**  
**\$0.25/Copy for In-House Copies**

**Travel completed AFTER January 21, 2002 will be reimbursed at**  
**\$0.365/mile. Travel completed AFTER January 1, 2003 will be reimbursed at**  
**\$0.36/mile. If you have any travel prior to this date, please call the Clerk’s**  
**Office for the correct reimbursement rate.**

3. All of your In-Court and Out-of-Court time must be calculated in 1/10th’s of an hour.  
(Ex: 6 minutes = .10 hr; 12 minutes = .20 hr; etc.) **No other format is accepted by the computer & your vouchers will be returned to you for corrections!!**
4. In-Court Time, Out-of-Court Time, and all expenses should be itemized on a worksheet & attached to the CJA 20 when it is submitted for payment. The Clerk’s Office will be happy to provide a sample worksheet for your use, or you can develop your own...as long as it shows the same breakdown as the one distributed by the Court.
5. For a normal “**All Proceedings**” case, CJA guidelines set a statutory cap of **\$5,200 + expenses**. (Cases such as **Supervised Release Revocations, Witness Representations**, etc. have a lower cap of **\$1,200 + expenses**.) If you exceed these limits, you must include a letter addressed to the presiding Judge, briefly explaining why & requesting approval of your excess compensation.
6. **Sign & date the voucher in box 22**, or it will be returned to you.
7. **Mileage** must be itemized. **All hotel receipts are required**. Also, attach supporting documentation (receipts, canceled checks, etc.) for any miscellaneous expenses **over \$50**. **In-house copies totaling over \$50 must also be itemized**. We don’t need to know specifically what was copied...just the # of copies made and the dates.

8. **Paralegal Services** are now reimbursed using a **CJA 21** voucher. They are no longer counted as miscellaneous expenses on the CJA 20.
9. Appointed counsel may obtain investigative, expert and other services necessary for adequate representation of his/her client. However, **Prior Authorization From The Presiding Judge Must Be Obtained** for all such services where the cost -- excluding reasonable expenses -- is estimated to be **more than \$300**. If you wish to obtain such expert services, you should first contact the Court and ask for a **CJA 21 voucher**. **Do not seek reimbursement for these services on the CJA 20 voucher!!**
10. CJA attorneys are automatically entitled to free access to **PACER** (Public Access to Court Electronic Records). We have provided the Pacer Service Center with a list of everyone on our cja panel. If you would like to register for free **PACER** access, do the following:
  - a) Make sure you have notified the Court that you would like to be a member of the CJA panel for the Northern District of West Virginia
  - b) Go to <http://pacer.psc.uscourts.gov> and register yourself for PACER access.

When you have completed your voucher(s) and all supporting documentation, please send them to the **ELKINS CLERK'S OFFICE** for processing. Do not send them to the Judge presiding over the case as this just causes unnecessary delays. If you have any further questions, feel free to call **Evelyn Howell** in the Elkins Clerk's Office at **(304) 636-1445 ext 243**.